

## CHAPTER 10

### SAFETY, ACCIDENT PREVENTION, AND REPORTING

10-1. General. This Chapter contains policies and procedures on safety, accident prevention, and reporting in the operation of DoD motor vehicles.

10-2. Policy

a. DoD Instruction 6055.4 (reference (jj)) requires that each DoD Component establish and maintain comprehensive **traffic** safety programs.

b. Heads of installations and/or activities shall maintain necessary liaison with civil authorities on matters involving DoD motor vehicles. Supervisors shall ensure that drivers are familiar with civil **laws, rules,** and regulations on motor vehicle operations.

10-3. Action in Case of Accident. Drivers involved in accidents shall:

a. Stop immediately.

b. Assist the injured. Injured people shall not be moved unless absolutely essential for their protection.

c. Warn other motorists of any existing highway hazard. During hours of darkness or poor visibility, flares or reflectors shall be used.

d. Not express oral or written opinions to claimants or their agents concerning liability, investigation findings, or possibility of claim approval.

e. Complete a Standard Form (SF 91), "Motor Vehicle Accident Report." If an SF 91 cannot be prepared by the driver because of injury or death, the report shall be completed by the next senior person directly responsible for motor vehicle operations.

f. Comply with State and local laws governing the reporting of motor vehicle accidents. Official reports shall be submitted through channels to the appropriate claims officer for review to ensure that the rights of the U.S. Government are not prejudiced by an admission of liability that may obligate the government.

g. Not leave the scene of the accident except as authorized by a State law enforcement officer or other proper authority.

h. Not make official accident investigation reports available to a claimant, or to any individual or representative of any **non-DoD** organization. Clearance shall be obtained from the claims officer before delivery of any accident report to a third party, including State or local officials.

i. Complete a Department of Defense, Accident Identification Card (DD Form 518), at the scene of the accident, or as **promptly as possible** thereafter, and provide to all persons directly concerned. DD Form 518 provides people involved in an accident with the identity of the person authorized to act upon the matter.

j. Expeditiously deliver the completed SF 91 to the motor transport officer.

k. **Be** aware that appropriate action shall be taken when there is a failure to report any accident.

10-4. Investigation of Accidents. Each accident involving a DoD motor vehicle's shall be investigated and a determination made concerning the cause(s) and surrounding circumstances, including how the accident could have been prevented. Appropriate action shall be initiated as warranted by the particular situation. In accordance with DoD Directive 7200.11, (reference (f)), motor vehicle accident investigation reports may be used to document an inquiry to determine the facts and circumstances leading to the loss, damage, or destruction of Government property, e.g., a motor vehicle.

10-5. Accident Reporting. DoD Instruction 6055.7 (reference (pp)) requires that all accidents involving DoD vehicles be reported. Accident accountability (reportable and recordable accidents) and reporting procedures shall be as provided by separate instructions of the DoD Components. Such instructions must provide reporting procedures that comply with the requirements of DoD Directive 7200.11, (reference (f)).

10-6. Safety and Accident Prevention. The DoD Components shall develop safety and accident prevention programs for the safe operation of DoD motor vehicles. Programs developed shall be specific in nature, include written guidelines for the safe operation of motor vehicles, and be widely distributed so that all DoD motor vehicle users are knowledgeable of recognized safety and accident prevention practices. Written guidelines should include provisions for the mandatory use of seat belts, and as a minimum, a prohibition against smoking in vehicles buses and vans.